

SOUTHERN UNIVERSITY AND A&M COLLEGE  
BATON ROUGE CAMPUS  
REQUEST FOR BID  
BID NUMBER 10297

**GAME DAY/EVENTS STAFFING**

ATHLETICS DEPARTMENT

Deadline to submit inquiries: July 22, 2021 by 5:00 PM

Submit inquiries to: Linda A. Antoine @

***linda\_antoine@subr.edu***

Deadline to respond to inquiries: July 26, 2021

Inquiries/Addenda are posted on (LA State Procurement  
website) LAPAC at

***<https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/Agency/outMain.cfm>***

Deadline to submit bid: August 4, 2021 by 3:00 PM

Submit bid to:

Linda A. Antoine

Southern University Purchasing Department

PO Box 9534 or James L. Prestage Drive

J. S. Clark Administration Bldg., 1<sup>st</sup> Floor

Baton Rouge, LA 70813

**GAME DAY/EVENTS STAFF  
SOUTHERN UNIVERSITY AND A&M COLLEGE  
ATHLETICS DEPARTMENT**

**SCOPE**

**Parking Attendants:**

- Friday – Twenty (20) Parking Attendants
- Saturday – One hundred ten (110) Parking Attendants

**Stadium Event Staff:**

- Friday – Twelve (12) Event Staffers; FG Clark Activity Center (September 10, 2021 – only)
- Saturday – Eighty (80) Event Staffers

**Parking Attendants Supervisors:**

- Two (2) for Fridays; Nine (9) for Saturdays

**Stadium Event Staff Supervisors:**

- Friday – Three (3) Event Staffers; FG Clark Activity Center September 10, 2021
- Saturday – Five (5) Event Staffers

**Radios**

- Twenty-five (25) Radios

**Golf Carts**

- Golf Carts maximum five (5) carts

To provide temporary workers for the Southern University Athletics Department Home Football Games and other Sporting Events within the contract period. The number of workers for other sporting events may vary. The University reserves the right to increase or decrease the number of workers as needed. The Contractor shall be notified with 7 days prior to event of any changes. The Contractor will be under direct supervision of the Southern University Athletics Department.

Supervisors and Workers shall report date and time as follows:

**Miles College**

**September 10, 2021 (20 Parking Attendants)  
2 Supervisors  
September 10, 2021 (12 Event Staffers)  
3 Supervisors  
September 11, 2021 (110 Parking Attendants)  
9 supervisors  
September 11, 2021 (80 Event Staffers)  
5 supervisors**

**McNeese State University**

**September 17, 2021 (20 Parking Attendants)  
2 Supervisors  
September 18, 2021 (110 Parking Attendants)  
9 supervisors**

September 11, 2021 (80 Event Staffers)  
5 supervisors

**Prairie View A&M University**

October 22, 2021 (20 Parking Attendants)  
2 Supervisors  
October 23, 2021 (110 Parking Attendants)  
9 supervisors  
September 11, 2021 (80 Event Staffers)  
5 supervisors

**Alcorn State University**

October 29, 2021 (20 Parking Attendants)  
2 Supervisors  
October 30, 2021 (110 Parking Attendants)  
9 supervisors  
September 11, 2021 (80 Event Staffers)  
5 supervisors

**Florida A&M University**

November 5, 2021 (20 Parking Attendants)  
2 Supervisors  
November 6, 2021 (110 Parking Attendants)  
9 supervisors  
September 11, 2021 (80 Event Staffers)  
5 supervisors

**Jackson State University**

November 12, 2021 (20 Parking Attendants)  
2 Supervisors  
November 13, 2021 (110 Parking Attendants)  
9 supervisors  
September 11, 2021 (80 Event Staffers)  
5 supervisors

**Miles College**

**FRIDAY, September 10, 2021**

Attendants shall report to Mumford Stadium from  
**Ready to work at 3:00 pm**

**3:00 PM to 10:00 PM**

Event Staffers shall report to FG Clark Activity Center from  
**Ready to work at 6:30 pm**

**6:00 PM to 11:30 PM**

**SATURDAY, September 11, 2021**

Attendants shall report to Mumford Stadium from  
**Ready to work at 6:00 am**

**6:00 AM to 9:00 PM**

Event Staff shall report to AW Mumford Stadium from  
**Ready to work at 4:00 pm**

**4:00 PM to 10 PM (END OF CONTEST)**

**McNeese State University**  
**FRIDAY, September 17, 2021**

Attendants shall report to Mumford Stadium from  
**Ready to work at 3:00 pm**

**3:00 PM to 10:00 PM**

**SATURDAY, September 18, 2021**

Attendants shall report to Mumford Stadium from  
**Ready to work at 6:00 am**

**6:00 AM to 9:00 PM**

Event Staff shall report to AW Mumford Stadium from  
**Ready to work at 4:00 pm**

**4:00 PM to 10 PM (END OF CONTEST)**

**Prairie View A&M University**  
**FRIDAY, October 22, 2021**

Attendants shall report to Mumford Stadium from  
**Ready to work at 3:00 pm**

**3:00 PM to 10:00 PM**

**SATURDAY, October 23, 2021**

Attendants shall report to Mumford Stadium from  
**Ready to work at 6:00 am**

**6:00 AM to 9:00 PM**

Event Staff shall report to AW Mumford Stadium from  
**Ready to work at 3:30 pm**

**3:30 PM to 10 PM (END OF CONTEST)**

**Alcorn State University**  
**FRIDAY, October 29, 2021**

Attendants shall report to Mumford Stadium from  
**Ready to work at 3:00 pm**

**3:00 PM to 10:00 PM**

**SATURDAY, October 30, 2021**

Attendants shall report to Mumford Stadium from  
**Ready to work at 6:00 am**

**6:00 AM to 9:00 PM**

Event Staff shall report to AW Mumford Stadium from  
**Ready to work at 3:30 pm**

**3:30 PM to 10 PM (END OF CONTEST)**

**Florida A&M University**  
**FRIDAY, November 5, 2021**

Attendants shall report to Mumford Stadium from  
**Ready to work at 3:00 pm**

**3:00 PM to 10:00 PM**

**SATURDAY, November 6, 2021**

Attendants shall report to Mumford Stadium from  
**Ready to work at 6:00 am**

**6:00 AM to 9:00 PM**



Event Staff shall report to **Mumford Stadium from**  
**Ready to work at 1:30 pm**

**1:30 PM to 9:00 PM (END OF CONTEST)**

**Jackson State University**  
**FRIDAY, November 12, 2021**

Attendants shall report to **Mumford Stadium from**  
**Ready to work at 3:00 pm**

**3:00 PM to 10:00 PM**

**SATURDAY, November 13, 2021**

Attendants shall report to **Mumford Stadium from**  
**Ready to work at 6:00 am**

**6:00 AM to 9:00 PM**

Event Staff shall report to **Mumford Stadium from**  
**Ready to work at 1:30 pm**

**1:30 PM to 9:00 PM (END OF CONTEST)**

**Note: Reporting times are subjected to change due to timing of contests, inclement weather, etc.**

Stadium workers will be utilized as either ushers., gate attendants/ticket takers or usher or any other duties/areas as specified by the Athletic Department. Assignments will be given upon arrival at the stadium. The workers will collect valid tickets from spectators. The works will assist with security efforts within the stadium by ensuring that no weapons and/or prohibited paraphernalia are brought into the stadium. Usher will assist with guiding spectators to his or her seats. Also guiding individuals to their area of interest base on credentials.

### **CONTRACT PERIOD**

The period for this contract shall begin August 2021 and end December 31, 2022. At the option of Southern University and acceptance by the Contractor, the contract may be extended for two additional twelve (12) month periods at agreed mutual terms.. If needed, the contract will be utilized for other events on the Southern University Baton Rouge Campus.

### **FISCAL FUNDING CLAUSE**

In accordance with **LA R.S. 39:1615** (c) and (e), any contract entered into by the State of Louisiana and Southern University shall include the following Fiscal Funding Clause:

C. Termination due to unavailability of funds in succeeding years. When funds are not appropriated to support continuation of performance in a subsequent year of a multiyear contract, the contract for such subsequent year shall be terminated. When a contract is terminated under these conditions, no additional funds shall be paid to the contractor as a result of such action.

E. With respect to all multiyear contracts, there shall be no provisions for a penalty to the state for the cancellation or early payment of the contract.

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature.

All proposers should be aware that our legislative process is such that it is often impossible to give prior notice of the non-appropriation of funds.”

### **Tax Information/State of Louisiana**

Vendor is responsible for including all applicable taxes in the bid prices. Southern University is exempt from all Louisiana state and local sales and use taxes. By accepting an award, resident and non-resident firms acknowledge

their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable, including but not limited to: franchise taxes, privilege taxes, sales taxes, use taxes, ad valorem taxes, etc. In accordance with Act Number 1029 of the 1991 Regular Session, effective September 1, 1991 state agencies will no longer be required to pay state sales tax.

#### **Applicable Law**

All contracts will be construed in accordance with and governed by the laws of State of Louisiana.

#### **Prohibition of Discriminatory Boycotts of Israel**

In accordance with R.S. 39:1602.1, for any contract for \$100,000 or more and for any contractor with five or more employees, the Contractor certifies that neither it nor its subcontractors are engaged in a boycott of Israel, and that the Contractor and any subcontractors shall, for the duration of this contract, refrain from a boycott of Israel. The State reserves the right to terminate this contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of this contract.

#### **Mutual Indemnification**

Each party hereto agrees to indemnify, defend and hold the other, its officers, directors, agents and employees harmless from and against any and all losses, liabilities and claims, including reasonable attorney's fees arising out of or resulting from the willful act, fault, omission, or negligence of the indemnifying party or of its employees, contractors, or agents in performing its obligations under this agreement, provided however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission, or negligence.

#### **Fair Labor Standards Act**

Contractor shall be in compliance with the **Fair Labor Standards Act 29 USC 201-6**; Establishes minimum wage, overtime pay, equal pay, recordkeeping, and child labor standards for employees or in the production of goods for interstate commerce. **By signing and submitting this bid, bidder certifies that its company, any subcontractors, or principals thereof is in accordance with said compliance.** United States Department of Labor website: [www.dol.gov/esa](http://www.dol.gov/esa)

#### **Tobacco-Free Policy**

The use of tobacco products on any Southern University campus is prohibited by students, staff, faculty or visitors in all campus buildings, facilities, or property owned or leased by Southern University System and outside areas of the campus where non-smokers cannot avoid exposure to smoke; on campus grounds, facilities, or vehicles that are the property of the campus; and at lectures, conferences, meetings, and social and cultural events held on school property or school grounds. The sale or free distribution of tobacco products, including merchandise on campus or at school events is prohibited.

#### **INSURANCE REQUIREMENTS**

Before commencing work, (vendor/contractor and/or subcontractor) shall obtain at its own cost and expense the following insurance in insurance companies authorized in the State, with an **A.M. Best** rating of **A-:VI** or higher and shall provide evidence of such insurance to Southern University, as may be required by the Southern University. The policies or certificates thereof, shall provide that thirty (30) days prior to cancellation notices of same shall be given to Southern University Purchasing Department by return receipt requested, for all of the following stated insurance policies. All notices shall name the other party and identify the agreement or contract number.

The Contractor agrees to protect, defend, indemnify, save, and hold harmless the State of Louisiana, Southern University, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expenses and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act of omission of the contractor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by the contractor as a result of any claims, demands, and/or causes of action except those claims, demands, and/or causes of action arising out of the negligence of the State of Louisiana, Southern University, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees. The Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, or suits at its sole expense and agrees to bear all other costs and expenses related thereto, even if they (claims, etc.) are groundless, false or fraudulent.



Note: If the vendor/contractor does not own an automobile and an automobile is utilized in the execution of the contract, then only hired and non-owned coverage is acceptable. If an automobile is not utilized in the execution of the contract, then automobile coverage is not required.

### **DUTIES**

Personnel need only to notify police if something is seen or heard. Personnel will only be responsible for parking and ushering and ticket taking.

### **TRAFFIC ATTENDANTS/GAME DAY WORKERS**

Traffic attendants will be responsible to insure only authorized vehicles (parking hang tags) are allowed in the designated parking lots on foot and/or golf carts. The workers will not accept any monies including parking in the general parking areas. The workers must remain at their assigned posts or in their designated areas at all times and assist where needed before and after the games. The total number of hours is estimation with the actual total of hours worked being more or less depending on need. The vendor will only be paid for the actual authorized hours worked.

In addition, traffic attendants and supervisors must conduct periodic prescribed inspections of all areas at designated times. All game day workers/supervisors must immediately report any and all unsafe conditions and/or potential such conditions or incidents to Southern University Police Communications by two-way radio. In addition all incidents must be followed up with a written report to the Shift Supervisor, the Southern University Police Department and the Southern University Athletic Department prior to the end of the shift. All attendants and supervisors will be under the direct supervision of the Southern University Athletic Department; but at no time will they be considered as employees of the Athletics Department or the Southern University Police Department or the University.

All attendants must be in adequate physical condition to perform their assigned duties and withstand conditions as standing, walking and the weather conditions during the entire shift.

### **STADIUM WORKERS**

Stadium workers will be utilized as either gate attendants/ticket takers or usher. Assignments will be given upon arrival at the stadium. The workers will collect valid tickets from spectators. The works will assist Lawmakers with efforts within the stadium and report any weapons and/or prohibited paraphernalia that are brought into the stadium. Usher will assist with guiding spectators to his or her seats. Also guiding individuals to their area of interest base on

### **UNIFORMS**

All workers must report for duty in uniform. The uniform must identify the officer and have the company name/logo prominently displayed.

### **RADIOS**

Radios shall be provided by the Contractor and shall in good working condition. Radios and batteries shall be checked before use. Contractor shall have on-hand additional batteries and radios, if needed.

### **GOLF CARTS**

Golf carts shall be in good working condition. Drivers must have a valid driver's license and must be an experience driver and have operated Golf Cart/Utility Vehicles. Carts are to be operated at speeds no greater than 10MPH or as safety concerns demand. Operators should always consider the terrain, weather conditions, and existing pedestrian and vehicular traffic, which may affect the ability to operate the Golf Cart/Utility Vehicle safe. Golf Cart/Utility Vehicle operators will stop at all "blind intersections" and then proceed with caution. Golf Cart/Utility Vehicles will be operated only within the confines of Southern University property/campus. Golf Cart/Utility Vehicles are not to be driven on any landscaped area unless it is the only available way to gain access to the specific area where work is being performed. If the Golf Cart/Utility Vehicle must be on a landscaped area in order to allow a pedestrian(s) the proper right-of-way, it should be brought to a full stop, then immediately returned to the designated driving surface as soon as the area is clear. Golf Cart/Utility Vehicles will be operated in such a manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on sidewalks, ramps or roadways. In that respect, Golf Cart/Utility Vehicles will be operated on service drives and roadways whenever possible, rather than on sidewalks designed primarily for pedestrian use. Golf Cart/Utility Vehicles will be operated with the utmost courtesy, care, and consideration for the safety of pedestrians. Pedestrians will be given the right-of-way at all times. Golf Cart/Utility

Vehicles will not be parked; in Fire Lanes, in DMV Disabled Parking in Reserved Parking within 20 feet of the main entrance/exit of any building in any manner that would impede the normal flow of pedestrian traffic.

### **CONTRACTOR QUALIFICATIONS**

The contractor must be an established business having at least **three (3) years'** satisfactory experienced.

### **GENERAL REQUIREMENTS**

- Guard and stadium workers shall be in uniform, presentable, and well-groomed with proper equipment.
- The vendor is responsible for background checks and drug test.
- Fraternization with Faculty, Staff and Students should be kept to a minimum.
- Contact SU Police Department or Southern University Athletics Department or Lawmakers that make be in the area for unruly clients
- Contact the same for any inappropriate behavior, actions or parking activity.
- At no time worker is allowed to leave the premises, including breaks, lunch, etc
- A written incident report is required for any and all incidents.
- Smoking is not allowed on the Southern University premises
- Drugs are not allowed on the Southern university premises
- Weapons are not allowed by unauthorized carriers
- Reading of newspapers, books, etc while on duty is prohibited.
- No visitation by friends and/or relatives allowed.
- No soliciting patrons/spectators for funds.

### **SUPERVISORS**

Supervisors will be responsible for insuring the workers are on post at their designated start times, properly dressed and understand all of their post duties. Supervisors will respond to any problems in their assigned area and relieve the workers for rest room breaks. Supervisors shall be familiar with the campus and parking lay-out. Supervisors will provide time sheets. All supervisors and workers shall sign in and sign out. Contractor will not be paid if employees are not signed in and signed out.

### **SCREENING REQUIREMENTS**

The vendor is responsible for background checks and drug test. Southern University Police Department has a right to request testing at no cost to the University for all workers by a certified laboratory according to substance abuse and mental health services administration.

### **STAFFING STANDARDS**

The contractor shall have a paging device or answering service number so that he/she may be contacted by Southern University Police contact at 24 hours per day by telephone or pager. All calls must be returned within a two (2) hour period.

Any change in telephone/beeper numbers must be made available to the Southern University Police and the Athletic Department within a twenty-four (24) hour period.

### **CORRESPONDENCE**

The contractor or his designee shall respond to all inquiries, complaints, and other written correspondence from agency personnel within a 7-day period. Correspondence shall be on the contractor's official stationery.

### **CERTIFIED PAYROLL RECORDS**

Upon request in writing by the Southern University Athletic Department, the contractor shall within five (5) working days furnish a certified copy of the latest payroll period to the date of said request. This request shall reflect payments



for all contractors' employees working under this contract during the payroll period. The University may request copies of any or all such payrolls during the life of the contract. All workers will only be paid for the hours worked as shown on the time sheets to be provided by the Vendor, the original of which shall be submitted with each invoice for payment. If the Contractor is unable to comply with the contract specifications, the contract may be terminated, and another vendor secured to complete the balance of the contract period. Supervisors will provide time sheets. All supervisors and guards shall sign in and sign out. Contractor will not be paid for employees that are not signed in and signed out.

#### **TRAINING**

Staff should be adequately trained and made aware of duties before commencement of contract.

Southern University shall assume that poorly qualified and poorly performing personnel are failures of the contractor to perform adequately.

#### **APPEARANCE/DEMEANOR**

All workers must display a professional, courteous; demeanors at all times. All officers must be neatly groomed, no beards or goatees. Excessive jewelry is not allowed for male or female officers. Jewelry involving body piercing should not be visible.

The Southern University Police Department and the Athletic Department shall at any time have the right to request the removal of any security officer deemed unacceptable from the campus for cause.

The Southern University Police Department and the Athletic Department reserves the right to require the contractor to dismiss any employees deemed incompetent, careless, insubordinate or otherwise objectionable, or any person whose actions are deemed to be contrary to public interest or inconsistent with the best interest of the University. The contractor agrees that during the term of the contract, he and his employees will conduct themselves in a careful and prudent manner, and he will not permit the facility placed at his disposal to be used for purposes other than those specified herein.

All workers will only be paid for the hours worked as shown on the time sheets to be provided by the Vendor, the original of which shall be submitted with each invoice for payment. If the Vendor is unable to comply with the contract specifications, the contract may be terminated, and another vendor secured to complete the balance of the contract period.

#### **LIST 5 COMPANIES CONTRACTED WITHIN LAST 3 YEARS**

1. Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

2. Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

3. Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

4. Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

5. Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_



**GAME DAY/EVENTS STAFF  
SOUTHERN UNIVERSITY AND A&M COLLEGE  
ATHLETICS DEPARTMENT**

**Description**

**Unit Price**

Game Day Workers \_\_\_\_\_ per hour  
(Attendants, Ushers & Stadium Workers, etc)

Supervisors \_\_\_\_\_ per hour

Golf Carts \_\_\_\_\_ each  
(5 each)

Radios \_\_\_\_\_ each  
(25 each)

- **Parking Attendants:**
    - Friday – Twenty (20) Parking Attendants
    - Saturday – One hundred ten (110) Parking Attendants
  - **Stadium Event Staff:**
    - Friday – Twelve (12) Event Staffers; FG Clark Activity Center (September 10, 2021 – only)
    - Saturday – Eighty (80) Event Staffers
  - **Parking Attendants Supervisors:**
    - Two (2) for Fridays; Nine (9) for Saturdays
  - **Stadium Event Staff Supervisors:**
    - Friday – Three (3) Event Staffers; FG Clark Activity Center (September 10, 2021 – only)
    - Saturday – Five (5) Event Staffers
- Radios**
- Twenty-five (25) Radios
- Golf Carts**
- Golf Carts maximum five (5) carts

## **VENDOR INFORMATION**

**Company** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Email** \_\_\_\_\_

**By (name printed)** \_\_\_\_\_

**Signature** \_\_\_\_\_

*Signature authority in accordance with L.R.S. 39:1594(c)4*

**Title** \_\_\_\_\_

**Tax ID Number** \_\_\_\_\_

**License Number, if applicable** \_\_\_\_\_

**NOTES:**

**REGISTER YOUR COMPANY THE STATE OFFICES OF PROCUREMENT (LAPAC)  
AND SECRETARY OF STATE**

*(Bids and addenda are processed on LAPAC-State Procurement website)*

**PLEASE INCLUDE COPY OF W9 WITH DOCUMENTS**



SOUTHERN UNIVERSITY AND A & M COLLEGE  
PURCHASING DEPARTMENT  
Post Office Box 9545  
J.S. Clark Administration Annex Building  
James J. Prestage Drive  
1<sup>st</sup> Floor East  
Baton Rouge, Louisiana 70813

REQUEST FOR BID: Game Day/Events Staffing-Athletic Department

Bids will be received at the above office until August 4, 2021@3:00 P.M. and at that time opened and read. Bids received after above specified time and date will be returned unopened.

BID OF: \_\_\_\_\_  
(Company's Name)

ADDRESS: \_\_\_\_\_  
(Company's Address)

Bids shall be mailed to:  
Southern University  
Purchasing Department  
Post Office Box 9534  
Baton Rouge, Louisiana 70813

As an alternative, bids may be hand delivered to:  
Southern University  
Purchasing Department  
1<sup>st</sup> Floor East – James L. Prestage Drive  
J. S. Clark Administration Annex Building  
Baton Rouge, Louisiana 70813

**Vendors are solely responsible for ensuring timely delivery of their bids. The Purchasing Department is not responsible for any delays caused by vendors' chosen means of bid delivery. Failure to meet bid return date and time shall result in rejection of bids.**

*The terms on the bid are to include transportation charges to Southern University-Baton Rouge, Louisiana. Please enter your price on the attached bid price sheet. If additional space is required for the description attach a separate sheet and it will be considered part of your bid. Our terms are Net 30. Bids must comply with LA RS 39:1551-1736, and General Terms and Conditions.*

**NOTE: Southern University reserves the right to award on an all or none basis or to more than one vendor.**

Vendor: \_\_\_\_\_  
Company's Name

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

FEIN/TAX ID #: \_\_\_\_\_

Bid #10297

Email Address: \_\_\_\_\_

**ADVERTISEMENT  
REQUEST FOR BID**

Sealed bids will be received by Southern University, Baton Rouge, Louisiana, in the Purchasing Office, J. S. Clark Administration Building Annex, South Entrance, 1<sup>st</sup> Floor East until the date indicated for the following:

***Southern University and A&M College-Baton Rouge  
GAME DAY/EVENTS STAFFING  
ATHLETICS DEPARTMENT  
BID NUMBER 10297  
AUGUST 4, 2021-3:00 PM***

**INQUIRIES:**

No negotiations, decisions, or actions will be executed by any bidder as a result or any oral discussion with any University employee or State Consultant. The University will only consider communication from bidders, signed and in writing to: Linda Antoine, linda\_antoine@subr.edu or fax: (225)771-2026 or by mail to: the Purchasing Department, Southern University, Post Box 9534, or James J. Prestage Dr., J. S. Clark Administration Bldg. Annex, First Floor-Baton Rouge, Louisiana 70813, Attention: Linda Antoine.

**Submit inquiries by July 22, 2021 no later than 5:00 pm.**

Provide temporary workers for the Southern University Athletics Department Home Football Games and other Sporting Events within the contract period. The number of workers for other sporting events may vary. The University reserves the right to increase or decrease the number of workers as needed. The Contractor shall be notified with 7 days prior to event of any changes. The Contractor will be under direct supervision of the Athletics Department.

**Any person requiring special accommodations should notify the Purchasing Office of the type(s) of accommodation required not less than seven (7) days before the bid opening date.**

Masks/face coverings are required on the Southern University Campus.

Bids may be withdrawn by written, telegraphic or fax notice received at the address designated in the Invitation to Bid prior to the time set for bid opening, as recorded by date stamp at the Purchasing Office. Bids received after closing time will be returned unopened. Evidence of authority to submit the bid shall be required in accordance with R.S. 38:2212(a)(1)(c) and/or R.S. 39:1594(c)(2)(d).

The Southern University System is a participant in the Louisiana for the Small Entrepreneurships Program (the Hudson Initiative) and the Louisiana Initiative for Veterans and Service-Connected Disabled Veterans-Owned Business Small Entrepreneurships. Bidders are encouraged to consider participation. A list of certified



vendors and additional information can be obtained from website <http://www.ledsmallbiz.com>. Potential participants may also register at this website.

***ALL BID SPECIFICATIONS CAN BE OBTAINED BY ACCESSING LA STATE  
PROCUREMENT WEBSITE***

***<https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>***

**Any questions concerning bid documents, please contact Mary Jane Spruel,  
Assistant Director @ (225) 771-2800 or [maryjane\\_spruel@subr.edu](mailto:maryjane_spruel@subr.edu)**

The University reserves the right to reject any and all bids and to waive any informalities incidental thereto. Bids will be accepted from contractors who are registered with State of Louisiana under the classification of: (800000000) Management and Business Professional Administration, (80110000) Human Resources, (80111600) Temporary Personnel Services.

**Linda A. Antoine, Director of Purchasing  
Southern University and A&M College  
AN EQUAL OPPORTUNITY EMPLOYER**